

MISSISSIPPI AIR NATIONAL GUARD

MILITARY POSITION ANNOUNCEMENT

Air Active Guard/Reserve (AGR)

(Restricted)

OPENING DATE: 13 November 2013 **ANNOUNCEMENT NO:** 14-1103res
CLOSING DATE: 26 November 2013 **POSITION TITLE:** Human Resources Specialist (Mil)

MINIMUM GRADE: TSgt/E6 **MAXIMUM GRADE:** MSgt/E7
LOCATION OF POSITION: MS ANG HQs Det 1, Meridian, MS
MILITARY ASSIGNMENT REQUIREMENT: Enlisted
REQUIRED AFSC: 3S0XX

Restricted to permanent on board AGRs of the MS ANG HQs Det 1.

GENERAL:

Serves as the primary point of contact to ensure the effective operation of satellite human resource interface with USAF servers and related human resources computers. Provides training and utilization of the different components of the Military Personnel Data System (MILPDS).

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

Analyzes and resolves operational problems and ensures compliance with military human resources policies, regulations, objectives and management procedures. Interprets DOD directed or legislative policies affecting the Military Personnel Data System and recommends enhancements. Provides guidance and assistance to unit commanders and user personnel on management capabilities of the system through the use of pertinent management information readily available. Coordinates with AF, ARPC, NGB, ANG State Headquarters and base functional areas on new data human resources programs and system procedures. Serves as the liaison for systems with higher headquarters, work functions, unit commanders, etc. Administers Military Personnel Data System training programs for the A1 staff and other users of the system. Plans and schedules tasks and training activities for traditional status guard members. Oversees and conducts on the job training for personnel. Incumbent is responsible for mobilization and deployment readiness of section personnel and equipment. Performs other duties as assigned.

APPLICATION INSTRUCTIONS: All applications must be submitted to:

Military Department, State of Mississippi, ATTN: JFH-MS-HRM, P O Box 5027, Jackson, MS 39296-5027, if using United States Postal Service (USPS).

If ground delivery is used (UPS or FEDEX), submit to:

Military Department, State of Mississippi, Attn: JFH-MS-HRM, 1410 Riverside Drive, Jackson, MS 39202-1237.

Applications must be received by the Human Resources Office no later than 1630 hours on the closing date. Government postage paid envelopes or facsimile machines will not be used to submit applications.

Applicants must submit the following forms:

1. NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, signed and dated.
2. Copy of the most recent AF Form 422, Physical Profile Serial Report. Also submit an AF Form 469, Duty Limiting Condition Report, if currently on a temporary physical profile.
3. ANG Fitness Assessment Results.
4. RIP - Report Individual Personnel.

NOTE: Point of contact for additional information is CMSgt Miller, commercial (601) 313-6195 or DSN 293-6195. Individuals who do not meet the minimum qualifications will not be considered.

SUPPLEMENTAL PREREQUISITES:

1. Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Must have physical exam approved by State Air Surgeon prior to entry into the AGR program.
2. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
3. Military grade will not exceed the maximum military duty grade authorized on the UMDG for the position.
4. Eligibility/Mandatory requirements for this AFSC are located in the current Air Force Enlisted Classification Directory (AFECD).

EQUAL OPPORTUNITY: The Mississippi National Guard is an Equal Opportunity Employer. Assignment will be made without discrimination for any reason such as race, color, religion, sex, national origin, politics, or marital status.